

Spreadsheet Submission Instructions

Overview

If you have a large number of activities/locations to report, you may want to upload a spreadsheet with the required information rather than using the online form. This option requires some familiarity with spreadsheet software. You will need to prepare a specially formatted spreadsheet (instructions below) and save it as a tab-delimited text file for uploading. If problems with the spreadsheet are detected (e.g., an improperly formatted spreadsheet or invalid zip codes), you will have the opportunity to correct the problems and re-submit.

You may use either Excel or Open Office to create your spreadsheet. If your award was for *sub-granting* activity, be sure to note the special instructions at the end of this document.

Creating and Submitting Your Spreadsheet

1. To begin, download one of the spreadsheet templates by clicking the appropriate link. Templates for Excel and Open Office are available.

You may also choose to re-format an existing spreadsheet instead of using one of the templates. The first row of your re-formatted spreadsheet must match our template exactly, and there must be no additional columns.

2. Enter your data in the spreadsheet, one record per row. **Note:** All fields are required and must be filled in. The fields are described below:

ActivityMonth: The month in which the activity took place or began. You may enter a number (1 – 12), the full name of the month (e.g., January, February, etc.), or the three-letter abbreviation for the month (e.g., Jan, Feb, etc.).

ActivityYear: The year in which the event took place or began (four digits).

ActivityTypeCode: The two-digit activity type code. You can download the list of activity type codes by clicking the “Code List” link on this site.

VenueTypeCode: The two-digit venue type code. You can download the list of venue type codes by clicking the “Code List” link on this site.

Note: Some spreadsheet programs will drop leading zeros from numbers (e.g., “01” becomes “1”). This will not cause any problems with the data upload for the activity type and venue type codes, but you can format the columns as “Text” to prevent this.

VenueName: The name of the venue where the activity took place.

VenueStreet1: Enter the physical location of the venue. Spell out the street name completely. Street types and directionals may be abbreviated (e.g., Pennsylvania Ave NW, W Maple St). Do not use PO Box or Rural Route numbers.

VenueStreet2: Enter suite numbers, floors, and any additional information (such as the name of a university/college or auditorium/hall).

VenueCity: The city where the venue is located.

VenueState: The two-letter state code of the state where the venue is located.

VenueZIP: The nine-digit ZIP code for the location of the venue. A small number of locations do not have associated nine-digit ZIP codes. If this is the case for a location you are reporting, please find and enter any valid nine-digit ZIP code whose first five digits match those of the location.

Important note: The system will only accept valid nine-digit ZIP codes. The dash separating the first five digits from the last four is not required, but its inclusion is **strongly recommended**. As mentioned above, some spreadsheet programs will drop leading zeros from numbers (e.g., “010010001” becomes “10010001”, which is no longer a valid nine-digit ZIP code). The system will not accept ZIP code values where this has occurred. Therefore, you should either include the dash in ZIP codes with leading zeros, or format the relevant cells as “Text” in your spreadsheet.

3. Double-check the data in your spreadsheet. You will not be able to modify or delete any record that has been accepted by the system.
4. When you have finished creating your spreadsheet, save it as a tab-delimited text file (see instructions below).
5. Upload the tab-delimited text file on the site. After validating the file, the system will indicate how many rows were processed.
6. If any rows from an otherwise valid file fail to process, the system will display a link enabling you to download an error list file (also in tab-delimited text format). When you click the link to download the error file, your browser may ask if you want to save the file or open it directly. If you are going to import the file into Excel using method 2 (see below), you should save the file; otherwise, you can do either. If you choose to open the file, it should appear in a text editor from which you can copy the data. **Note:** If you accidentally navigate away from the page that displays the link to the error list file, you can re-create the error list by resubmitting the same text file that generated the

errors. The system will ignore the previously submitted records and reproduce the original error list file.

To correct the errors, do the following:

- A. Import the error file into your spreadsheet software (see instructions below).
 - B. For each row, error messages will display to the right of the data, one message per cell. Scroll all the way to the right in the spreadsheet to be certain you have seen all the error messages. Fix each issue and then delete the corresponding error message.
 - C. Go back to step 3 above and resubmit the corrected data. **Note:** You only need to resubmit the records in the error list file. You do not need to resubmit any records the system previously accepted. If you resubmit any previously accepted records, the system will ignore them.
7. You can check the accepted records via the *View Previously Submitted Locations* link.

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Working with Tab-Delimited Text Files

For Excel users:

To save a spreadsheet as a tab-delimited text file:

1. **Note:** If your spreadsheet contains multiple worksheets, Excel will only save one worksheet at a time as a text file. You should combine all data so it appears on a single worksheet and make sure that worksheet is selected before saving.
2. Press F12. The “save as” dialog will appear.
3. In the “Save as type” drop-down list, select “Text (tab delimited)”.
4. Enter the desired file name and click the “Save” button.
5. If there are additional worksheets in your spreadsheet, you may see a message indicating that Excel can only save the active worksheet. If so, click “OK” to continue saving.
6. You may receive a message regarding compatibility between Excel and the text file format. Click “Yes” to continue saving the file.
7. Close Excel. You may receive a message asking if you want to save changes to the text file you just created; click “No”.

To import a tab-delimited text file into a spreadsheet:

Method 1:

1. Use notepad or any simple text editor to open the tab-delimited text file.
2. While in the text editor, press CTRL+a to select all the data.
3. Press CTRL+c to copy the data.
4. Open a blank spreadsheet and select the top-left cell. **Note:** If you have not included the dash in your nine-digit ZIP codes, you will need to format the column that will hold the VenueZIP field as “Text” (or you can format the entire spreadsheet as “Text”) before going to the next step.
5. Press CTRL+v to paste the data.

Method 2:

1. Open a blank document in Excel.
2. In Excel 2007: Click the “Data” tab on the ribbon. Click “From Text” in the “Get External Data” section. In earlier versions: In the menus, go to *Data | Get External Data | Import Text File*.
3. The “Import Text File” dialog will appear.
4. Navigate to the text file and double-click on it.
5. You will see a text import wizard. On the first screen, “Delimited” should be selected (not “Fixed width”).
6. Click the “Next” button.

7. On the next screen, “Tab” should be the only item checked in the “Delimiters” section and “Treat consecutive delimiters as one” should **not** be checked.
8. Select “{none}” in the “Text qualifier” drop-down list.
9. Click the “Next” button.
10. The next screen allows you to select column data formats. Leave the default setting (“General”). **Note:** If you have not included the dash in your nine-digit ZIP codes, you will need to format the VenueZIP column as “Text” (select the column in the data preview and then click “Text” in the column data format section).
11. Click the “Finish” button.
12. The software will ask you where you want to put the data, with a default location of \$A\$1 in the existing worksheet. Accept this location by clicking the “OK” button.
13. The data will be placed in the spreadsheet. Save the file as an Excel file.

For Open Office users:

To save a spreadsheet as a tab-delimited text file:

1. While in the spreadsheet, press CTRL+a to select all the data.
2. Press CTRL+c to copy the data.
3. Open notepad or any simple text editor.
4. While in the text editor, press CTRL+v to paste the data; it will be pasted in tab-delimited format.
5. Save the file in your text editor with a “.txt” extension.

To import a tab-delimited text file into a spreadsheet:

1. Use notepad or any simple text editor to open the tab-delimited text file.
2. While in the text editor, press CTRL+a to select all the data.
3. Press CTRL+c to copy the data.
4. Open a blank spreadsheet and select the top-left cell.
5. Press CTRL+v to paste the data. A “Text Import” window will appear.
6. In the “Separator options” section, “Separated by” should be selected, and “Tab” should be the only item checked.
7. Delete the quotation mark from the “Text delimiter” dropdown list, so there is no value in the list.
8. If you have not included the dash in your nine-digit ZIP codes, you will need to set the **VenueZIP** column type to “Text” (click on the column and select “Text” from the column type drop-down list).
9. Click the “OK” button.
10. The data will be placed in the spreadsheet. Save the file as an Open Office file.

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Special Instructions for Reporting Sub-Granting Activity

If (and only if) your award authorized sub-granting, use the instructions above, but with the following modifications:

- For ActivityMonth and ActivityYear: Enter the month and year the sub-grant was awarded.
- For VenueStreet1, VenueStreet2, VenueCity, VenueState, and VenueZIP: Enter the sub-grant recipient's street 1, street 2, city, state and ZIP.
- Leave the ActivityTypeCode, VenueTypeCode, and VenueName columns blank. However, **do not delete these columns or their header names.**
- Add a column (to the right of the VenueZip column) for use in reporting the sub-grant amounts. You can label this column SubgrantAmount or leave its header blank. In this column, enter each sub-grant amount as a number; you do not need to format it as a dollar figure or include commas. (Example: 5000). You must enter a non-zero sub-grant amount value in each row you submit.